

2014 TAXPAYER INSTRUCTIONS FOR PP E-FILING

NOTE: Microsoft Excel is required to participate in this program.

1. **Part One** of the workbook has information regarding your account such as business name, address, etc. **NOTE: *If you have a name change, mailing address change, property address change, or phone number change, you will not be able to E-File for 2014. If you do require a change of this information, you will be required to file directly on the 2014 Tangible Personal Property Schedule that was mailed to you. If you do not have any of these changes, proceed with these E-File instructions.*** If the total depreciated value of all equipment needed to operate your business totals less than \$1,000, please check the “Small Account” button near the bottom of this page.
- 2). **Part Two** of the workbook contains Owned Equipment used in the operation of your business and is designed to resemble the paper Tangible Personal Property Schedule you received in the mail. Please make any changes to costs as needed including additions, deletions and corrections in the Original Cost column.
- 3). **Part Three** requires you to report all Leased Tangible Personal Property. Please list all leases not currently shown, and make corrections, if any, to the information that is provided.
- 4). Once your information is saved in this workbook, please attach the excel file to an email and send to poxsher@rutherfordcountyttn.gov and provide any pertinent information you believe our office should know, for example, reasons for large increase/decrease, noting removal or additions of leases, etc. Also, please include your personal property account number in the email.
- 5). If you should choose to e-file, please print a copy of your filing for your records. Please **do not** complete the paper Tangible Personal Property Schedule and file it with our office also. This will create a duplication of documents in our office.